



REQUEST FOR UNDERTIME FORM (RUF)

Dealership/Company: GEM-MVAL

NAME OF EMPLOYEE: Rosalie Davilag UNIT ASSIGNMENT: MVAL

EMPLOYMENT STATUS: Probationary Regular Contractual Project Employee

POSITION TITLE: F: I

WORK SCHEDULE (Days/Hours): _____

UNDERTIME: DATE: 2/24/26 TIME: 8:30 to 12:43 TOTAL MANHOURS: 4 hrs 13 mins

FREQUENCY OF UNDERTIME FOR THE MONTH: First Second Third Fourth

REASON/S FOR THE UNDERTIME: attending family day at my child's school

Requested by:

R. Davilag

SIGNATURE OF EMPLOYEE

Date Filed: 2/25/26

Approved by/Disapproved by:

S. Pilor
2/24/26

NAME/SIGNATURE OF SUPERVISOR

Date: _____

Received by:

NAME/SIGNATURE OF HRD STAFF

Date: _____

* To be accomplished in duplicate copies: 1 copy for HRD, 1 copy for employee